# ARMY CIO/G6, CYBER SECURITY DIRECTORATE, TRAINING AND CERTIFICATION BRANCH

# Manager and User Procedures for Mobile Training Team (MTT) Courses through CIO/G6 & the Army Training and Certification Tracking System (ATCTS)

Training and Request procedures and requirements for Fort Gordon and CECOM MTTs

Army CIO/G6, Cyber Security Directorate, Training and Certification Branch 1/4/2016

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#### 1. OVERVIEW:

- a. The US Army Chief Information Office/G6 (CIO/G6), Cyber Security (CS) Directorate, has contracted the Cyber Leader College and the US Army Communications-Electronics Command (CECOM) to provide DoD 8570.01-M baseline certification training and Computing Environment Training for Army organizations. The MTTs are contracted to provide mobile training to Army Organizations to decrease the funding cost of personnel travel. The teams are dedicated to training the CS Workforce to a standard that is in-line with the requirements of DoD 8570.01-M, Information Assurance Workforce Improvement Program (IAWIP), and AR 25-2, Army Information Technology. The Teams are detailed to provide training to Military, DA Civilians, and DoD Contractors working in Technical, Management and Specialty categories in computing, network and enclave environments.
- b. The training is not for individuals trying to obtain Continuing Education Unit (CEU) credits or for career progression. On-line training provided through Army E-Learning (Skillport), Federal Virtual Training Environment (FedVTE), and Information Assurance Support Environment (IASE) (sponsored by Defense Information Systems Agency (DISA)) are free and accessible to all Military, DA Civilians and DoD Contractors working on a government Cyber Security service contract. CS Workforce personnel need to use these venues to obtain the training to satisfy most, if not all, of their CEU credits. The majority of the training on these sites is up-to-date and provides great sustainment training for proficiency and CEU credits.
- **c.** All MTT courses must be *hosted* by an Army Organization. Personnel from other services (i.e. Air Force, Marines, Navy, and Coast Guard) who are part of their CS workforce can attend if seats are available. Training must be completed via the service portal and provided to the Army POC to upload into their ATCTS profile.
- **d.** MTT courses **will not** be hosted on installations where Army Schoolhouses are available with vacant seating. If seats are not available, then the course can be hosted by Organizations at that location.

### 2. FUNDING REQUIREMENTS:

The Organization *does not* incur any expense for the MTT training or the MTT instructors. Individuals participating in the Fort Gordon MTTs have the option of purchasing the textbook for their course using an ISBN provided by the MTT Coordinator or accessing books 24/7 to view books online. All other materials/books for the other classes will be provided by both CECOM and Fort Gordon MTTs.

# 3. PURPOSE:

To provide training for a group of CS Workforce personnel who are in positions that require the training to meet the Training and Certification Requirements per DoD 8570.01-M, AR 25-2, and the Training and Certification Best Business Practice. Fiscal Year (FY) MTT requests can be sent to the MTT Coordinators. The MTT training coordinators for each site are: Stacey Garrett, stacey.l.garrett.ctr@mail.mil (CECOM MTTs), and Charmisse Owens, charmisse.m.owens.ctr@mail.mil (Fort Gordon MTTs). Any changes to the course schedule must be sent to the MTT POC **no later than** 3 weeks prior to the 1st day of the start of all overseas classes and 2 week prior to in-state courses. Please cc ciog-6.netcomiawip.inbox@mail.mil group box on all correspondences. CIO/G6 will give the final approval for all training requests.

#### 4. CLASS SIZES:

The minimum of 12 and maximum of 16 individuals are required for CECOM MTTs, with the exception of RMF where the maximum is 20. A minimum of 12 and maximum of 20 individuals are required for Fort Gordon MTTs.

## 5. COURSE AND TESTING INFORMATION:

Both MTTs can provide instruction for Security+, Network+, CEH, CISSP and CISM.

In addition, the CECOM MTT can offer the following: Windows 7, CAP, ICNDI (CCENT), ICNDII (CCNA), CCNA Security, RMF, ITIL, ACAS, CS Tools, Offensive Cyber Operations (OCO), Defensive Cyber Operations (DCO), Offensive Scripting and Advanced Exploitation.

CECOM MTT provides the Cyber-Digital Master Gunner (C-DMG) 3 week course as well. This course covers offensive and defensive tools, how to protect the Global Information Grid (GIG), and Incident Response Procedures. No commercial exam is offered or required for this course.

Both MTTs' instructors can proctor the Security+, Network+ and CEH exams on the last day of class.

The CECOM MTT instructor can also proctor the following tests: A+, CISSP, CAP, ICNDI/ICNDII, CCNA Security, ITIL, and any Microsoft Certifications.

All courses are 5 days in length, with testing held on the 5<sup>th</sup> day. This excludes A+, CISSP, CASP, CCNA Security, and Offensive Scripting, which go for 10 days; Advanced Exploitation and C-DMG, both being 15 days in length.

#### 6. VOUCHER REQUIREMENT:

Exam vouchers to take the commercial certification exam on the last day of class can be requested through CIO/G6 by filling out the voucher/AMF request form found on ATCTS. Vouchers are provided to DA Civilians and Military personnel **only**. Contractors are responsible for providing their own voucher if wanting to test. Personnel requesting a voucher **must** be appointed on letter to a position that requires the certification (which must be uploaded onto ATCTS), and have completed any requirements listed in any subsection of section 9. **There are no exceptions.** \*\*Attending the MTT is not a substitute for the on-line training.

#### 7. REQUESTING ORGANIZATIONS' REQUIREMENTS:

- a. The requesting Organization is responsible for approving or denying enrollment for personnel not meeting the position and/or training requirement. All approvals and denials will be provided through ATCTS. Instructions for users and course POCs are in Appendices A and B respectfully.
- b. Course POCs are responsible for ensuring all pre-class on-line training through the Skillport, Fort Gordon Cyber Security Training Center, DoD MeasureUp, and FedVTE systems is completed at least 2 weeks before the first day of class. (If the class is scheduled to be held OCONUS, the prerequisites must be completed at least 3 weeks prior to the first day of class). If the course POC does not have view of the individuals' profile, an email must be sent to ciog-6.netcomiawip.inbox@mail.mil requesting assistance. Contractors may request access to Skillport in order to complete the pre-class training by completing and submitting the Contractor Skillport Request Form to ciog-6.netcomiawip.inbox@mail.mil. This form can be found on ATCTS website, on left side of page under Compliance Information >> Documents >> Other Documents.

#### 8. TRAINING AND DOCUMENTATION REQUIREMENTS and LOCATIONS:

a. All training and documentation requirements must be completed at least 2 weeks prior to the first day of class. (If the class is scheduled to be held OCONUS, the prerequisites must be completed at least 3 weeks prior to the first day of class). If the training is not completed, the individual will be excluded from the class roster and will not be authorized to attend training. If less than the minimum of 12 complete the requirements, the training will be cancelled and the requesting organization will have to submit a new request.

# b. Location of class enrollment, pre-training, and documentation:

- i. ATCTS: <a href="https://atc.us.army.mil">https://atc.us.army.mil</a>
- ii. Cyber Security (CS) Fundamentals (formerly IA Fundamentals): <a href="https://ia.signal.army.mil/laf/default.asp">https://ia.signal.army.mil/laf/default.asp</a>
- Skillport (Army E-Learning): <a href="https://usarmy.skillport.com">https://usarmy.skillport.com</a> All required Skillport training is located under Catalog >> CIO-G-6/Cyber Security IA/IT Training
   Note: Most Computing Environment training modules are now Learning Programs You must enroll first
- **iv. FedVTE:** <a href="https://fedvte.usalearning.gov/">https://fedvte.usalearning.gov/</a> Send an email to John Steward, <a href="john.h.steward.ctr@mail.mil">john.h.steward.ctr@mail.mil</a>, if you do not know your FedVTE community manager.
- v. DoD MeasureUp pretest: <a href="http://dod.measureup.com">http://dod.measureup.com</a> First time users must register These procedures are listed on the ATCTS website, left side of the page under Pre-Assessment Test Information
- vi. Duty appointment letter and Privilege Access Agreement templates: This form can be found on the ATCTS website, left side of page under Compliance Information >> Documents >> Templates (appointment letter) / Compliance & Regulation Information Documents (PAA).
- vii. Voucher request form: ATCTS Home page >> Documents >> Voucher and Assessment Documents & Information >> Voucher/AMF Request Form

# 9. COURSE REQUIREMENTS (prerequisites due 2 weeks prior to the start of class):

- a. CompTIA A+ (220-801/220-802): requirements (2 week class)
  - i. Register in ATCTS (https://atc.us.army.mil)
  - ii. Appointed to an IATI position Upload duty appointment letter and Privilege Access Agreement to ATCTS
  - iii. Enroll in the class in ATCTS See Appendix A for instructions on how to enroll
  - iv. Complete the CS Fundamentals course on the Fort Gordon Cyber Security Training Center website (https://ia.signal.army.mil)

- v. Complete all Skillport modules: Baseline Certification Training >> CompTIA A+ 2012 Edition (220-801 & 220-802) >> CIO/G6 NETCOM IA CompTIA A+ 200-801; and CIO/G6 NETCOM IA CompTIA A+ 200-802 (https://usarmy.skillport.com)
- vi. Take the DoD 801 & DoD 802 MeasureUp Pretest (<a href="http://dod.measureup.com">http://dod.measureup.com</a>) Must obtain at least an 80% on 801 and 802
- vii. Complete the voucher request form, obtain all signatures, and send to your ATCTS manager for upload
- viii. Must take certification exam on the last day of class or within 30 days after receiving the voucher

# b. CompTIA Network+ (N10-006): requirements (1 week class)

- i. Register in ATCTS (<a href="https://atc.us.army.mil">https://atc.us.army.mil</a>)
- **ii.** Appointed to an **IATI** position Upload duty appointment letter and Privilege Access Agreement to ATCTS
- iii. Enroll in the class in ATCTS See Appendix A for instructions on how to enroll
- iv. Complete the CS Fundamentals course on the Fort Gordon Cyber Security Training Center website (https://ia.signal.army.mil)
- v. Complete the Skillport modules: Baseline Certification Training >> CompTIA Network+ 2014 (https://usarmy.skillport.com)
- vi. Take the DoD Network+ (N10-006) MeasureUp pre-assessment test (<a href="http://dod.measureup.com">http://dod.measureup.com</a>) Network Technologies Must obtain at least an 80%
- vii. Complete the voucher request form, obtain all signatures, and send to your ATCTS manager for upload
- viii. Must take certification exam on the last day of class or within 30 days after receiving the voucher

#### c. CompTIA Security+ (SY0-401): requirements (1 week class)

- i. Register in ATCTS (<a href="https://atc.us.army.mil">https://atc.us.army.mil</a>)
- ii. Appointed to an IATII, IAMI or higher position Upload duty appointment letter and Privilege Access Agreement to ATCTS
- iii. Enroll in the class in ATCTS See Appendix A for instructions on how to enroll
- iv. Complete the CS Fundamentals course on the Fort Gordon Cyber Security Training Center website (https://ia.signal.army.mil)
- v. Complete the Skillport modules: Baseline Certification Training >> CIO G6/NETCOM IA Security+ (SY0-401) (https://usarmy.skillport.com)
- vi. Take the DoD Security+ (SY0-401) MeasureUp Pretest (<a href="http://dod.measureup.com">http://dod.measureup.com</a>) Must obtain at least an 80%
- vii. Complete the voucher request form, obtain all signatures, and send to your ATCTS manager for upload
- viii. Must take certification exam on the last day of class or within 30 days after receiving the voucher

#### d. CompTIA CASP: requirements (2 week class)

- i. Register in ATCTS (https://atc.us.army.mil)
- ii. Appointed to an IATIII, IAMII, IASAE I or IASAEII position Upload duty appointment letter and Privilege Access Agreement (for IAT level only) to ATCTS
- iii. Enroll in the class in ATCTS See Appendix A for instructions on how to enroll
- **iv.** Complete the CS Fundamentals course on the Fort Gordon Cyber Security Training Center website (<a href="https://ia.signal.army.mil">https://ia.signal.army.mil</a>)
- v. Complete the Skillport modules: Baseline Certification Training >> CIO G6/NETCOM IA CompTIA Advanced Security Practitioner (CASP)=CAS-002 (<a href="https://usarmy.skillport.com">https://usarmy.skillport.com</a>)
   or
  - Complete the FedVTE training: CompTIA Advanced Security Practitioner (CASP) (https://fedvte.usalearning.gov/)
- vi. Complete the voucher request form, obtain all signatures, and send to your ATCTS manager for upload

vii. Must take certification exam on the last day of class or within 30 days after receiving the voucher

## e. ISC(2) CISSP: requirements (2 week class)

- i. Register in ATCTS (<a href="https://atc.us.army.mil">https://atc.us.army.mil</a>)
- ii. Appointed to an IATIII, IAMII, IAMIII, CND-SP Manager or IASAE position Upload duty appointment letter and Privilege Access Agreement (IAT levels only) to ATCTS (must be verified by the manager)
- iii. Enroll in the class in ATCTS See Appendix A for instructions on how to enroll
- **iv.** Complete the CS Fundamentals course on the Fort Gordon Cyber Security Training Center website (<a href="https://ia.signal.army.mil">https://ia.signal.army.mil</a>)
- v. Complete the Skillport modules: Baseline Certification Training >> NEW: CISSP 2015 >> CIO/G-6 NETCOM IA CISSP 2015 (<a href="https://usarmy.skillport.com">https://usarmy.skillport.com</a>) or Complete the FedVTE training: CISSP (R) Prep 2015 (<a href="https://fedvte.usalearning.gov/">https://fedvte.usalearning.gov/</a>) (for second voucher only)
- vi. Complete the voucher request form, obtain all signatures, and send to your ATCTS manager for upload
- vii. Must take certification exam on the last day of class or within 30 days after receiving the voucher

#### f. ISC(2) CAP: requirements (1 week class)

- i. Register in ATCTS (<a href="https://atc.us.army.mil">https://atc.us.army.mil</a>)
- ii. Appointed to an IAMI or IAMII position
- iii. Enroll in the class in ATCTS See Appendix A for instructions on how to enroll
- iv. Complete the CS Fundamentals course on the Fort Gordon Cyber Security Training Center website (<a href="https://ia.signal.army.mil">https://ia.signal.army.mil</a>)
- v. Complete the FedVTE training: (ISC)2 CAP Certification Prep Self Study 2014 (https://fedvte.usalearning.gov/)

- vi. Complete the voucher request form, obtain all signatures, and send to your ATCTS manager for upload
- vii. Must take certification exam on the last day of class or within 30 days after receiving the voucher

#### g. ISACA CISA: requirements (1 week class)

- i. Register in ATCTS (<a href="https://atc.us.army.mil">https://atc.us.army.mil</a>)
- **ii.** Appointed to an **IATIII** or **CND-SP Auditor** position Upload duty appointment letter and Privilege Access Agreement to ATCTS (**must** be verified by the manager)
- iii. Enroll in the class in ATCTS See Appendix A for instructions on how to enroll
- iv. Complete the CS Fundamentals course on the Fort Gordon Cyber Security Training Center website (<a href="https://ia.signal.army.mil">https://ia.signal.army.mil</a>)
- v. Complete the Skillport modules: Baseline Certification Training >> CIO/G-6 NETCOM IA Certified Information Systems Auditor (CISA) (https://usarmy.skillport.com)
- vi. Complete the voucher request form, obtain all signatures, and send to your ATCTS manager for upload
- vii. Must schedule the exam for the next ISACA testing cycle. Exams are conducted in June, September, and December each year. Registration is done through the ISACA website (http://www.isaca.org/)

**Note:** CISA and CISM pre-assessment exams: ISACA has developed CISA and CISM self-assessment tools for the DoD workforce to help exam candidates assess their knowledge of the exam job practice areas and determine their strengths and weaknesses. Each self-assessment contains 50 sample items covering the appropriate proportion of subject matter to match the exam blueprints. The self-assessments are one of many tools that can be used to help prepare for the CISA and CISM exams. These tools are available at <a href="www.isaca.org/dodinfo">www.isaca.org/dodinfo</a>. You will not need a username or password to access the self-assessments. This is open to Military, Government Civilians and Government Contractors

#### h. ISACA CISM: requirements (1 week class)

- i. Register in ATCTS (<a href="https://atc.us.army.mil">https://atc.us.army.mil</a>)
- **ii.** Appointed to an **IAMII**, **IAMIII** or **CND-SP Manger** position Upload duty appointment letter and Privilege Access Agreement to ATCTS (**must** be verified by the manager)
- iii. Enroll in the class in ATCTS See Appendix A for instructions on how to enroll
- **iv.** Complete the CS Fundamentals course on the Fort Gordon Cyber Security Training Center website (<a href="https://ia.signal.army.mil">https://ia.signal.army.mil</a>)
- v. Complete the Skillport modules: Baseline Certification Training >> CIO/G6 NETCOM IA Certified Information Security Manager (CISM) – 2013 (<a href="https://usarmy.skillport.com">https://usarmy.skillport.com</a>)
- vi. Complete the voucher request form, obtain all signatures, and send to your ATCTS manager for upload
- vii. Must schedule the exam for the next ISACA testing cycle. Exams are conducted in June, September, and December each year. Registration is done through the ISACA website (http://www.isaca.org/).

**Note:** CISA and CISM pre-assessment exams: ISACA has developed CISA and CISM self-assessment tools for the DoD workforce to help exam candidates assess their knowledge of the exam job practice areas and determine their strengths and weaknesses. Each self-assessment contains 50 sample items covering the appropriate proportion of subject matter to match the exam blueprints. These tools are available at <a href="https://www.isaca.org/dodinfo">www.isaca.org/dodinfo</a>. You will not need a username or password to access the self-assessments. This is open to Military, Government Civilians and Government Contractors

# Cisco ICNDI (CCENT) and ICNDII (CCNA): requirements (1 week class each OR 2 week class together)

- i. Register in ATCTS (https://atc.us.army.mil)
- ii. Appointed to an IA Technical position and hold a baseline certification will obtain the baseline certification within 6 months. – Upload duty appointment letter and Privilege Access Agreement to ATCTS
- iii. Enroll in the class in ATCTS See Appendix A for instructions on how to enroll
- iv. Complete the CS Fundamentals course on the Fort Gordon Cyber Security Training Center website (https://ia.signal.army.mil)

- **v.** Complete Skillport modules: (<a href="https://usarmy.skillport.com">https://usarmy.skillport.com</a>) Under Computing Environment Training:
  - a. CCNA Routing and Switching (v2) for CCNA voucher. Course number 200-120 (For CCNA vouchers only)
  - **b.** CIO/G-6 CCNA 2013 PART I >> CIO/G-6 NETCOM IA 2013 100-101 Interconnecting Cisco Networking Devices Part 1 (ICNDI voucher only)
  - c. CIO/G-6 CCNA 2013 Part II >> CIO/G-6 NETCOM IA 2013 200-101 Interconnecting Cisco Networking Devices Part 2 (ICNDII voucher only)
    Xxxx Items b and c must completed before requesting an ICNDI voucher or ICNDII voucher.
- vi. Complete the voucher request form, obtain all signatures, and send to your ATCTS manager for upload
- vii. Must take certification exam on the last day of class or within 30 days after receiving the voucher
- j. Cisco CCNA Security (210-260 IINS): requirements (1 week class)
  - i. Register in ATCTS (<a href="https://atc.us.army.mil">https://atc.us.army.mil</a>)
  - ii. Appointed to an IA Technical position and hold a current CCENT, CCNA, or CCIE
     Certification Upload duty appointment letter and Privilege Access Agreement to ATCTS
  - iii. Enroll in the class in ATCTS See Appendix A for instructions on how to enroll
  - iv. Complete the CS Fundamentals course on the Fort Gordon Cyber Security Training Center website (https://ia.signal.army.mil)
  - v. Complete the Skillport modules: Baseline Certification Training >> CIO/G-6 NETCOM IA 640-554 – CCNA Security IINS 2.0 (<a href="https://usarmy.skillport.com">https://usarmy.skillport.com</a>)
  - vi. Complete the voucher request form, obtain all signatures, and send to your ATCTS manager for upload
  - vii. Must take certification exam on the last day of class or within 30 days after receiving the voucher

#### k. EC-Council Certified Ethical Hacker (CEH): requirements (1 week class)

- i. Register in ATCTS (<a href="https://atc.us.army.mil">https://atc.us.army.mil</a>)
- ii. Appointed to one of the following CND-SP positions: Analyst, Infrastructure Support, Incident Responder or Auditor Upload duty appointment letter and Privilege Access Agreement to ATCTS
- iii. Enroll in the class in ATCTS See Appendix A for instructions on how to enroll
- iv. Complete the CS Fundamentals course on the Fort Gordon Cyber Security Training Center website (<a href="https://ia.signal.army.mil">https://ia.signal.army.mil</a>)
- v. Complete Skillport modules: Baseline Certification Training >> CIO/G-6 NETCOM IA Certified Ethical Hacker (CEH) v8 (<a href="https://usarmy.skillport.com">https://usarmy.skillport.com</a>) or Complete the FedVTE training: Certified Ethical Hacker v8 (CEHv8) (<a href="https://fedvte.usalearning.gov/">https://fedvte.usalearning.gov/</a>) for final/second voucher only.
- **vi.** Complete the voucher request form, obtain all signatures, and send to your ATCTS manager for upload
- vii. Must take certification exam on the last day of class or within 30 days after receiving the voucher

#### I. Risk Management Framework (RMF) (No Voucher): requirements (1 week class)

- i. Register in ATCTS (<a href="https://atc.us.army.mil">https://atc.us.army.mil</a>)
- ii. Must be working the DIACAP/RMF process for your Organization
- iii. Enroll in the class in ATCTS See Appendix A for instructions on how to enroll
- iv. Complete the CS Fundamentals course on the Fort Gordon Cyber Security Training Center website (<a href="https://ia.signal.army.mil">https://ia.signal.army.mil</a>) Note: Even individuals who have a profile of General User must complete this course.
- v. Take the DoD DIACAP training located on the Army IA Virtual Training website (<a href="https://usarmy.skillport.com">https://usarmy.skillport.com</a>)
  or

Complete the **appropriate** FedVTE Training: Cyber Risk Management for **Technicians or** Cyber Risk Management for **Managers** (<a href="https://fedvte.usalearning.gov/">https://fedvte.usalearning.gov/</a>) **Note:** NOT Cyber Security Overview

#### m. ITIL: requirements (1 week class)

- i. Register in ATCTS (<a href="https://atc.us.army.mil">https://atc.us.army.mil</a>)
- **ii.** Appointed to an **IA Technical** position **and** hold a baseline certification Upload duty appointment letter and Privilege Access Agreement to ATCTS
- iii. Enroll in the class in ATCTS See Appendix A for instructions on how to enroll
- iv. Complete the CS Fundamentals course on the Fort Gordon Cyber Security Training Center website (<a href="https://ia.signal.army.mil">https://ia.signal.army.mil</a>)
- v. Complete the Skillport modules: Sustainment Training >> CIO/G-6 NETCOM IA IT Infrastructure Library (ITIL) 2011 Edition (<a href="https://usarmy.skillport.com">https://usarmy.skillport.com</a>)
- vi. Complete the voucher request form, obtain all signatures, and send to your ATCTS manager for upload
- vii. Must take certification exam on the last day of class or within 30 days after receiving the voucher

#### n. Microsoft Windows 7 Configuration (70-680): requirements (1 week class)

- Register in ATCTS (<a href="https://atc.us.army.mil">https://atc.us.army.mil</a>)
- **ii.** Appointed to an **IA Technical** position **and** hold a baseline certification Upload duty appointment letter and Privilege Access Agreement to ATCTS
- iii. Enroll in the class in ATCTS See Appendix A for instructions on how to enroll
- **iv.** Complete the CS Fundamentals course on the Fort Gordon Cyber Security Training Center website (<a href="https://ia.signal.army.mil">https://ia.signal.army.mil</a>)
- v. Complete Skillport modules: Computing Environment Training >> CIO/G-6 NETCOM IA 70-680 – MCTS: Windows 7, Configuration (<a href="https://usarmy.skillport.com">https://usarmy.skillport.com</a>)
- vi. Complete the voucher request form, obtain all signatures, and send to your ATCTS manager for upload

vii. Must take certification exam on the last day of class or within 30 days after receiving the voucher

# 10. APPENDIX A: User Instructions for Requesting Class Enrollment

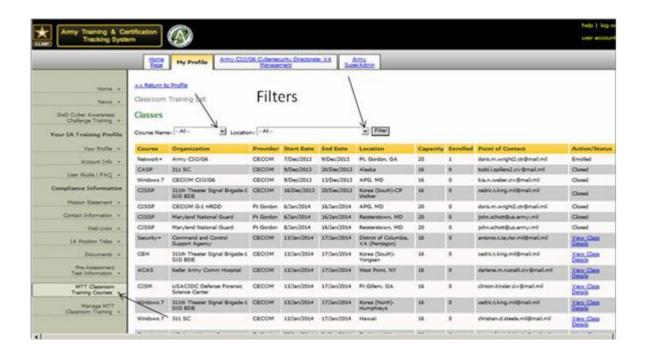
a. General Information: The Mobile Training courses are for CS workforce personnel in appointed positions that need training/certification to meet the DoD 8570.01-M baseline certification requirement. This training is not targeted to meet CEU credits.

The following information and diagrams will help CS Workforce personnel navigate the MTT Classroom Training Courses feature in order to request enrollment in a course.

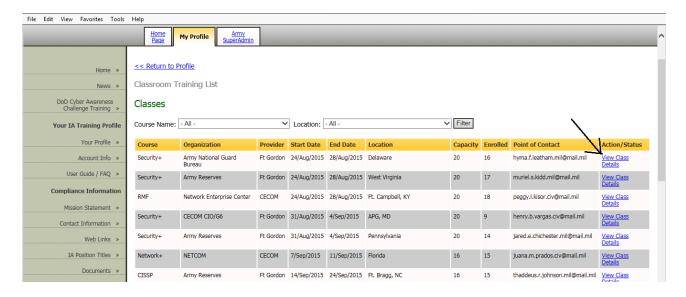
Any individuals requesting enrollment for any MTT course must first have an active ATCTS account. Enrollment in training courses is restricted by CS Workforce positions as annotated in the position category and level in one's ATCTS profile.

#### b. Procedures:

- i. Log into ATCTS at <a href="https://atc.us.army.mil">https://atc.us.army.mil</a>
- ii. Click on the "My Profile" tab. Once in My Profile, click on "MTT Classroom Training Courses" located on the left hand side of the page. A list of scheduled courses will display on the page. Filters can be used to display courses that are of interest by course name and/or location.



iii. The individual can review information about the class and registration by clicking "View Class Details".

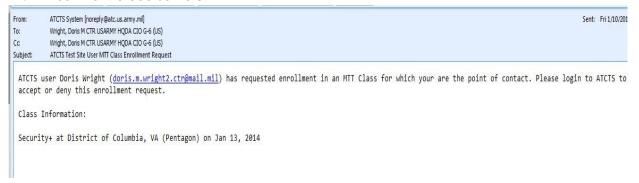


iv. Information about the class will be displayed on the page. The CS categories and levels authorized to attend the course will be displayed. If in a position that requires the training/certification, "Request Enrollment" (in blue) will appear on the screen. If not in a required position, it will only show "Restricted" (in red).

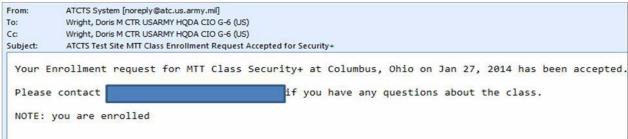


v. Once the "Request Enrollment" button is clicked, an email will be sent to the course POC with the request (Ex. A). Once the course POC either accepts or denies the request, an email will be sent to the user with the POC's decision (Ex. B). The emails will be from "ATCTS System (noreply@atc.us.army.mil)".

# Ex. A - sent to the course POC



# Ex. B – sent to user showing approval or rejection



vi. If enrollment has been accepted, the course will be listed in the individual's profile under "MTT Training".



# 11. APPENDIX B: Course POC Instructions to Approve/Reject Enrollment Requests

a. General Information: All requests for enrollment will be accepted or rejected by the course Point of Contact (POC). Individuals will be unable to request enrollment for a class if they are not in an appointed position (on letter) which requires the certification/training. The training is to provide CS workforce personnel information to help pass the vendor's certification exam. The training is not for individuals that need CEU credits. The free on-line training such as Army e-Learning, FedVTE and the DISA IASE courses are used to satisfy those requirements.

The following information and diagrams will help the course POC navigate the MTT Classroom Training Courses feature in order to accept or reject a request for enrollment in a course.

#### b. Procedures:

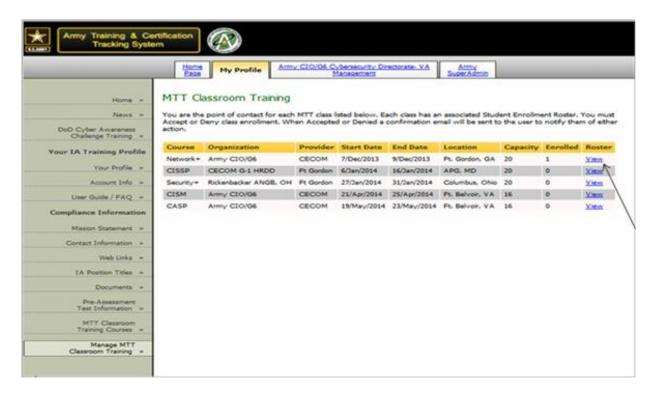
i. When an individual requests a seat in a course, an email will be sent to the POC requesting acceptance or denial of the enrollment request. The email will be from "ATCTS System (noreply@atc.us.army.mil)". When an email is received, log into ATCTS at https://atc.us.army.mil to accept or deny the request.



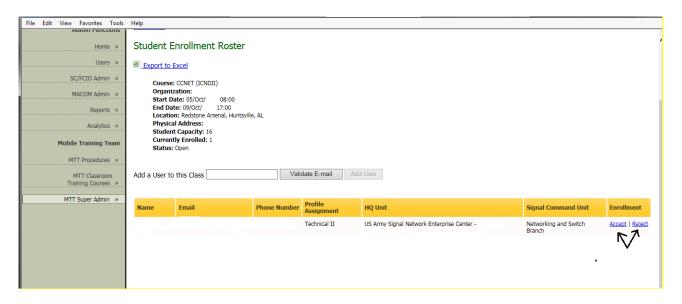
ii. Click on the "My Profile" tab. Once in My Profile, click on "Manage MTT Classroom Training" on the left hand side of the page.



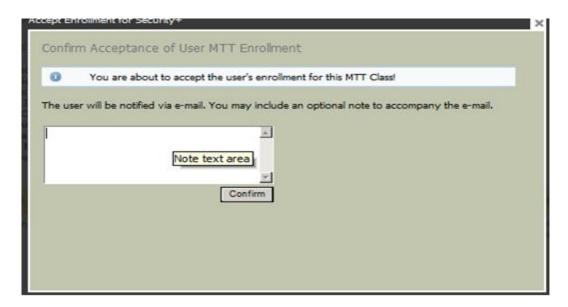
**iii.** A list of scheduled courses will display. Find your Organization's course. This shows the number of people that have requested enrollment in the course. Click on "**View**", located to the right of the class, to pull up the Student Enrollment Roster.



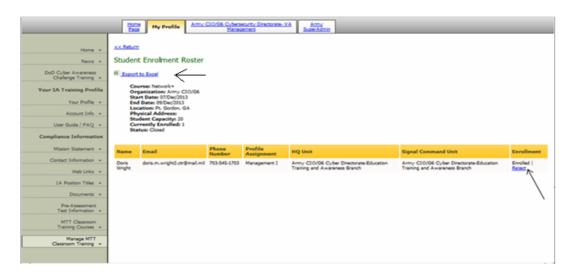
iv. The "Student Enrollment Roster" shows the individuals who have requested enrollment in the class. Click on either "Accept or Reject" to respond to the request.



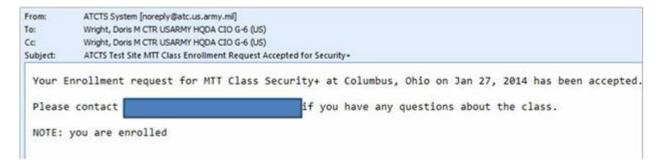
v. The course POC will have the opportunity to add a note when 'accept' or 'reject' is selected. An additional message is not needed when accepting an enrollment request; however, when rejecting a request, an additional note is required, explaining the reason for rejection.



vi. The course POC can reject an individual's enrollment after previously accepting it. The course POC can also export the course roster to an excel spreadsheet by clicking on "Export to Excel".



vii. An email will be sent to the individual stating their enrollment request has either been approved or denied for the class. Again, the email will be from "ATCTS System (noreply@atc.us.army.mil)".



viii. If the individual is approved for the class, the course will be listed in their profile under "MTT Training".



ix. Note: The MTT instructor will carry the Official Student Roster to class. The individuals on this roster have been verified by an MTT POC as meeting all course prerequisites. Individuals not on the roster will not be authorized to attend the class. NO EXCEPTIONS!